

# CISC Operational Plan, 2016-2017

Action Step #	Action Step	Timeline	Responsible Party	Notes	Status (Not Started; In Progress; In Progress - Behind Schedule; Complete)
<b>Priority A: Organizational Structure</b>					
<b>A1: Ensure CISC has the executive staff support needed to achieve the CISC mission</b>					
A1a	Develop and post job description for Executive Director	2nd Q 2017	Exec. Committee & Supreme Court HR		Complete
A1b	Draft legislation to create Executive Director position	Dec. '16	Rep. Frizell & Exec. Committee		Complete
A1c	Hire Executive Director	3rd Q 2017	Executive Committee		Complete
<b>A2: Ensure Task Forces and standing committees understand their charge, purpose, roles and responsibilities</b>					
A2a	Finalize formal Charter for each Task Force	1st Q 2017	Exec. Committee Liaisons & Task Force Chairs		Complete
A2b	Develop charge for standing committees (Communications; Data Sharing & Mapping; Child Oversight)	Jan. '17	Exec. Committee & Task Force Chairs		Complete
A2c	Finalize Roles & Responsibilities of Executive Committee, Task Forces, and Executive Director	Nov. '17	Executive Director		In Progress
A2d	Develop orientation for new Commission and Task Force members	Nov. '17	Executive Director		In Progress

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<b>Priority B: Task Force Assignments, Workflow &amp; Policy Recommendations</b>					
<b>B1: Formalize process to establish whether proposed projects are within the scope of CISC</b>					
B1a	Review, refine and adopt process for Determining if projects are within scope	Dec. '16	Executive Committee		Complete
<b>B2: Formalize process of Task Force Assignments and Policy Recommendations</b>					
B2a	Review, refine and adopt process of Assignment of Work and Policy Recommendations from CISC to Task Forces	Dec. '16	Executive Director		Complete
B2b	Develop Recommendations template for Task Force use	Oct. '17	Executive Director		Complete
B2c	Assign staff from Agencies represented on CISC to regularly monitor legislation and present relevant items to CISC	March '18	Executive Director	Process may look different, will develop and evolve over the course of the 2018 session	In Progress
B2d	Include on Commission Agenda presentations from Agency staff re: agencies legislative Agendas	1st Q 2017 & ongoing	Executive Committee		Complete
<b>Priority C: Communication &amp; Collaboration</b>					
<b>C1: Promote the work of the CISC and develop processes for improved information sharing among Commission members and between Commission members and their agencies</b>					
C1a	Convene a standing Communications Committee comprised of communication professionals of member organizations as identified by CISC members	1st Q 2017	Commission		Complete
C1b	Standing Communication Committee to develop and implement a comprehensive Communication Plan including: - Strategies for promoting the work of the CISC through the media and other outlets - Identification of partner meetings where CISC work can be shared - Promote CISC to legislature as the preferred entity for vetting potential legislation related to vulnerable children and youth	2nd Q 2017	Communication Committee		Complete
C1c	Develop meaningful and ongoing mechanisms for acknowledging Task Force work and accomplishments	Dec. '17	Executive Director		In Progress

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<b>C2: Identify, leverage, and add value to work being conducted by other organizations involved with vulnerable children and youth</b>					
C2a	Host presentations on issues which inform focus and actions of CISC	Ongoing	Executive Director		In Progress
C2b	Identify mechanisms for CISC to access reports from other organizations doing work in similar areas as CISC	Ongoing	Executive Director		In Progress
<b>Priority D: Outcomes &amp; Impact</b>					
<b>D1: Develop processes to measure and track outcomes and impact of CISC</b>					
D1b	Task Forces to measure and report progress to CISC on progress towards achieving strategic plan objectives	Quarterly	Task Forces		In Progress
D1c	Organize CISC Annual Report according to Strategic Priorities of Strategic Plan; ensure all Task Forces use reporting template to ensure consistency of information	Year End	Task Force Chairs & Executive Director		Complete
D1d	Formalize mechanisms for Agencies to update CISC on how CISC policy recommendations or other work is put into action e.g. add reporting item to CISC Agenda	May '18	Executive Director		Not Started
<b>D2: Ensure cultural competence is demonstrated in the work of the CISC and its Task Forces</b>					
D2a	Assign time-limited sub-committee to work better define cultural competence and develop Action Steps for this Objective	May '18	Executive Director		Not Started